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BEG 39 - Beginners Guide to Microsoft Word XP

This document gives an introduction to the Microsoft Word XP word processing software.

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3. Opening and closing files

Creating a new document

To create a new document, select **New** from the **File** menu. This displays the **New** dialog box (Figure 3) This appears toward the right side of the screen. Select the **Blank Document** icon and click on **<OK>**.

Alternatively, press **<Control>** and **<N>** together. This creates a new blank document without bringing up the **New** dialog box.

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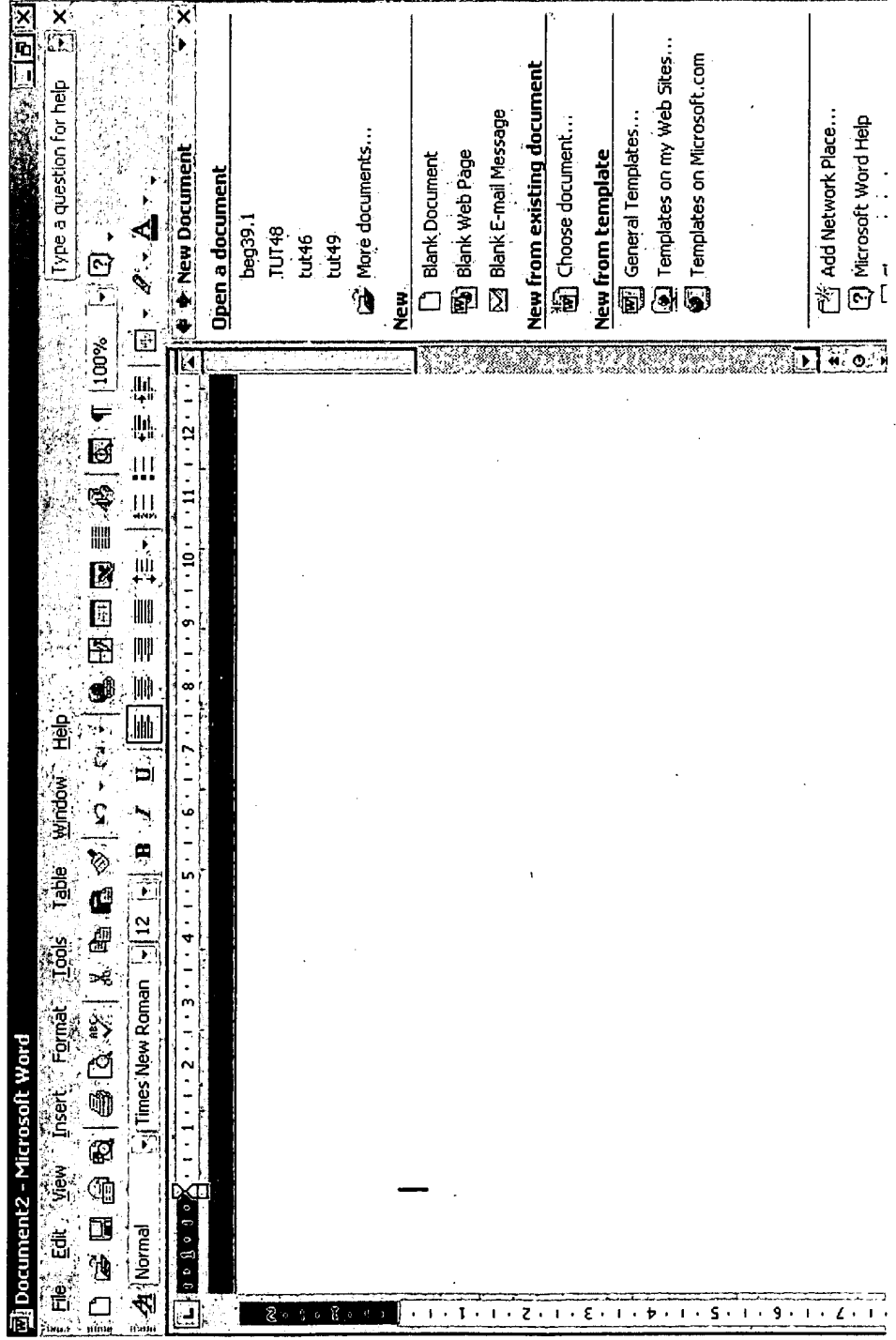
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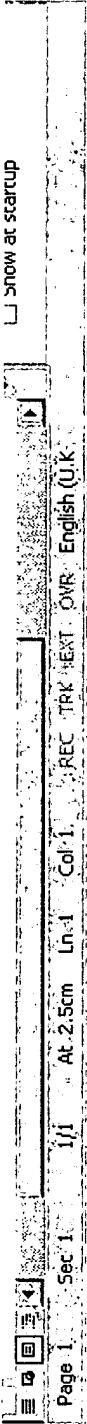


Figure 3. Document screen

Opening an existing document

To open an existing document, select **Open** from the **File** menu. The **Open** dialog box displays a list of files in the current directory. To change the directory, click on the down arrow next to the **Look in:** box and choose your directory.

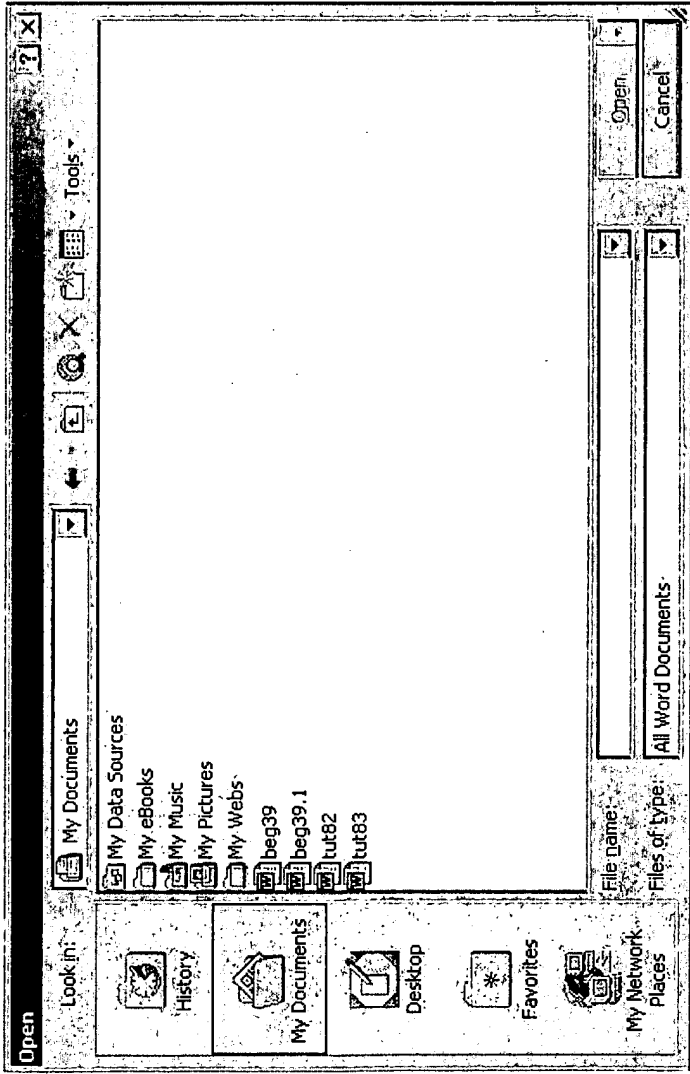


Figure 4. Open dialog box

To open a file from the list, click on the file name to select it and click on the **<Open>** button.

Saving your document

To save the current Word document, choose **Save** from the **File** menu. The first time you save a new document, the **Save As** dialog box is displayed.

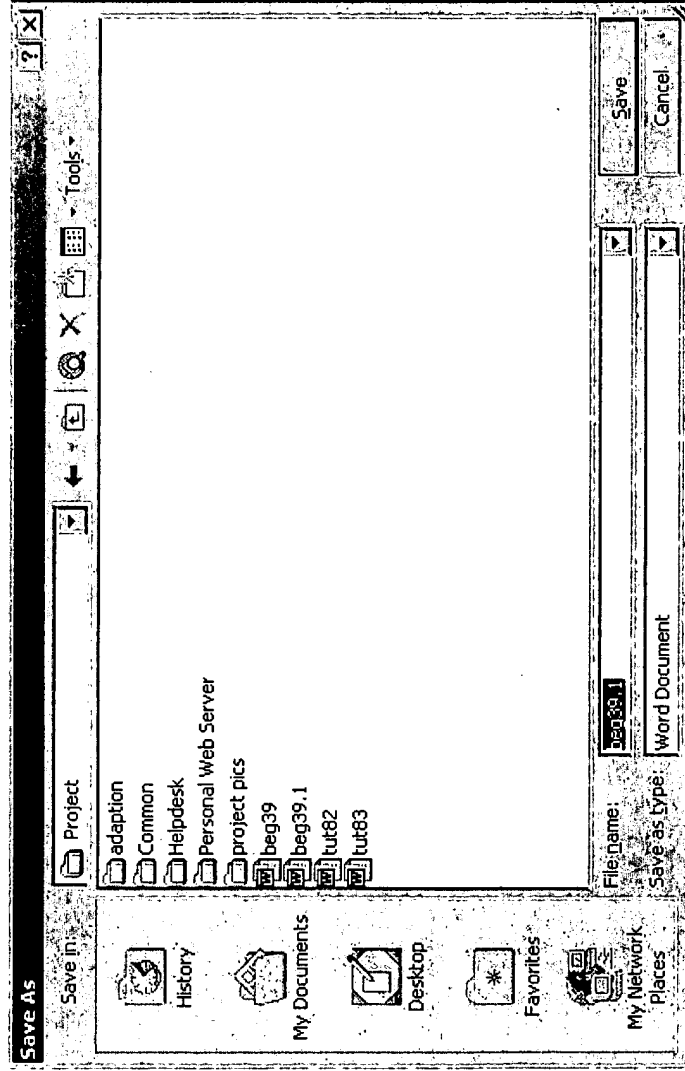


Figure 5. Save As dialog box

Select the directory you want to save your file in by clicking on the down arrow to the right of the **Save in:** box. Type a name for your document in the **File name:** box. If you plan to share the document, use it across the network, or on a Windows 3.1 computer, your file name should be eight characters or fewer. Finally, click on the **Save** button.

The next time you save your document the **Save As** dialog box will not appear. If you want to save your document with a different name, choose **Save As** from the **File** menu to bring up the **Save As** dialog box.

Leaving Word

To close Word, choose **File**, **Exit** or press **<Alt>** and **<F4>** together, or click in the **close box** ☒ at the top right of the Word window. If you have not saved your document, a dialog box appears asking if you want to save it. Select **Yes** to save the document, **No** to quit without saving or **Cancel** to return to editing your document in Word.

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